

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**Department of Corrections/MONTANA STATE PRISON**  
**600 Conley Lake Road**  
**Deer Lodge, MT. 59722**  
***An Equal Opportunity Employer***

***December 10, 2008***

|                   |   |                         |                               |
|-------------------|---|-------------------------|-------------------------------|
| <b>Job Title:</b> | Mid-Level Provider (PA or Nurse Practitioner) | <b>Position No.:</b>    | 39327                         |
| <b>Division:</b>  | Montana State Prison                          | <b>Pay Band:</b>        | 7                             |
| <b>Location:</b>  | Deer Lodge                                    | <b>Bargaining Unit:</b> | None                          |
| <b>Status:</b>    | Permanent, Full-Time                          | <b>Supplement:</b>      | Yes, Authorization to Release |
| <b>Salary:</b>    | \$31.00 - \$34.00/ hr DOE                     | <b>Hours:</b>           | To be determined              |

**Application Deadline:** Submit a State of Montana application form to any local Job Service Office or the Personnel Office, Montana State Prison, 600 Conley Lake Road, Deer Lodge, MT. 59722. **Open until filled. Applications will be reviewed weekly and interviews held.** Attach a copy of the required license and a completed reference and criminal background authorization form to application. Application materials are available on the web at [www.mt.gov](http://www.mt.gov).

**Special Information:** Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

**Typical Duties:** The Mid Level Provider, which is one of three on staff at Montana State Prison, is responsible for maintaining ethical standards of medical practice at all times while providing clinically professional direct medical care and services to the Montana State Prison (MSP) and Treasure State Correctional Center (TSCTC) populations. Position supports a primary care model which includes preventative health measures and self care in coordination with the Department's managed care/ cost containment objectives and consults regularly with the Physician on problematic cases or those requiring primary physician or medical specialty care. Position provides direct patient care services which include clinical evaluations, diagnosing preparing treatment plans, treating, ordering appropriate diagnostic studies and prescribing medications using the Department's current drug formulary. Provisions of direct care services include but will not necessarily be limited to: routine history and physical examinations, providing infirmary sick call services, medical reviews and clearances, prepare accurate clinical records and chart reviews.

**Qualifications:** Working knowledge of acceptable prescribing practice and Montana State pharmaceutical law. Working knowledge of the positions scope of lawful practices. Knowledge of constitutionally accepted levels of Health care provided to inmates as set forth by National Standards. Ability to manage a large caseload, give directions to and work well with nursing staff and effectively influence others in maintaining high standards in the quality of work performed. Knowledge of the principles of managed care goals and ability to apply those principles in cost containment strategies. Ability to clinically evaluate and appropriately diagnosis and treat symptoms, and to prepare comprehensive clinical records.

**Education and Experience:** The above qualifications are typically acquired through graduation from a physician assistant program approved by the American Medical Association committee on allied health education and accreditation, or a Master's Degree in advanced practice nursing. Must be licensed or eligible for licensure as a certified (PA-C) or Nurse practitioner (FNP), by the State of Montana.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

**Equal Employment Opportunity Employer:** This facility does not discriminate on the basis of disability or other legally prohibited basis. Upon request, reasonable accommodations will be provided to enable an applicant with a disability to apply and interview for a position.

**Immigration and Control Act:** In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Montana Compliance with Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**Application and Selection Process:**

Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. **Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. \*\* HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH. \*\***
4. **Copy of Applicable License**

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** This position is classified at a band 7 on the State of Montana broadband pay plan. The salary range is \$31.00 - \$34.00/hr based upon experience and credentials. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a six-month trial/probationary period.

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**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_  
\_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?** \_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

